

ORDER FOR SUPPLIES OR SERVICES						1. PAGE <u>1</u> OF <u>4</u>	
2. PROC INSTRUMENT ID NO (PIIN) F33657-95-D-2966 <small>Mark all packages & papers with this number.</small>		3. CALL ORDER NO 0017	4. DATE OF ORDER* OCT 0 8 1998	5. REQUISITION PM/PURCHASE REQUEST PROJECT NO.	6. CERTIFIED FOR NATIONAL DEFENSE UNDER D0-C9 <small>BOC REG 2/DMS REG 1 RATING</small>		
7. ISSUED BY ASC/CDS, BLDG 16 AREA B 2275 D STREET WRIGHT-PATTERSON AFB OH 45433-7233 BUYER: 2LT STEPHEN J. SMITH, ASC/CDSK, (937)255-7003 EXT 4647			8. ADMINISTERED BY DCMC BALTIMORE 200 TOWSONTOWN BLVD WEST TOWSON MD 21204-5299				
9. CONTRACTOR NAME AND ADDRESS MANAGEMENT CONSULTING & RESEARCH 2000 CORPORATE RIDGE, SUITE 850 McLEAN VA 22101					10. MAIL INVOICES TO		
CODE 5R191 FACILITY CODE <div style="text-align: center;"> MAILING DATE OCT 0 8 1998 </div>					11. DISCOUNT FOR PROMPT PAYMENT 1ST <u>N</u> % _____ DAYS NET 2ND _____ % _____ DAYS OTHER 3RD _____ % _____ DAYS IF "9" SEE SECT "B"		
12a. PURCHASE OFFICE POINT OF CONTACT AQR/A8J/ANC			13. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS P O BOX 182264 COUMBUS OH 43218-2264				
12b. RESERVED FOR SERVICE/AGENCY USE			CODE HQ0338 <small>IF "9" SEE SECT "G"</small>				
14. TYPE CONTRACTOR B		15. SECURITY a. CLAS S b. DATE OF DD 254 98 AUG 24					
16. CONTRACT ADMINISTRATION DATA A. FAST B. CONTRACT C. ABSTRACT RECIP D. SPL CONT E. CONT ADMIN PAY (1) KIND (2) TYPE ADP POINT PROVISIONS FUNC LMT <u>6</u> <u>9</u>				17. RESERVED	18. SVC/AGENCY USE	19. SURV CRIT C	20. TOTAL AMOUNT \$136,497.28
21. APPROPRIATION AND ACCOUNTING DATA A. SCTY CLAS B. ACRN C. APPROPRIATION D. LIMIT SUBHEAD E. SUPPLEMENTAL ACCOUNTING CLASSIFICATION F. CPN RECIPIENT DODAAD G. OBLIGATION AMOUNT H. NON-CLIN/ELIN PAYMENT PROV I. SVC AGENCY USE							
22. TYPE OF ORDER DELIVERY/TASK <input checked="" type="checkbox"/> NON-DOD CONTRACT NUMBER PURCHASE <input type="checkbox"/> This order is subject to instructions contained on this side of form only and is issued in accordance with and subject to terms and conditions of above numbered contract, or Non-DOD Contract Number. REFERENCE YOUR _____ FURNISH THE FOLLOWING ON TERMS SPECIFIED HEREIN							
*If quantity accepted by the Government is same as quantity ordered, indicated by X mark. If different, enter actual quantity accepted below quantity ordered and encircle.				23. UNITED STATES OF AMERICA LYTUS JORDAN <i>Lytus Jordan</i> BY: NAME OF CONTRACTING/ORDERING OFFICER AND DATE 98 OCT 7 (YYMMDD)		24. TOTAL 28. DIFFERENCES	
25. QUANTITY ORDERED HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS STATED				26. SHIP NO <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		27. D.O. VOUCHER NO	
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE 35. I CERTIFY THIS AMOUNT IS CORRECT AND PROPER FOR PAYMENT _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER				30. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAID BY 29. INITIALS	
36. RECEIVED AT				37. RECEIVED BY		38. DATE RECEIVED	
39. TOTAL CONTAINERS				40. S/R ACCOUNT NUMBER		41. S/R VOUCHER NUMBER	
32. AMOUNT VERIFIED CORRECT FOR				33. CHECK NUMBER			
34. BILL OF LADING NUMBER				35. CHECK NUMBER			

1. This delivery order 0017 is issued pursuant to H-013 entitled "Orders" Clause of the above numbered contract, F33657-95-D-2966. The contractor shall provide effort in accordance with the Statement of Work (SOW), "FINANCIAL MANAGEMENT SUPPORT FOR AEDC/FM", as specified in CLIN 0001 below at a ceiling amount of \$136,497.28.

2. SECTION B

<u>Item No</u>	<u>Supplies/Services</u>	<u>Quantity</u>	<u>Unit Price</u>
0001	CLIN ESTABLISH	Purch Unit	Total Item Amount
	sec class: U	1	\$136,497.28
		LO	\$136,497.28

noun: FINANCIAL ANALYSIS SUPPORT AND COST ESTIMATING

acrn: AA nsn: N

site codes pqa:D acp:D fob:D

pr/mipr data: F1FM8217-01

type contract: Y

descriptive data:

a. The contractor will provide Financial Analysis Support and Cost Estimating Support as specified in the Statement of Work (SOW) "Financial Management Support for AEDC/FM", dated 98 Aug 13 (Atch 1). Listed below are the negotiated labor categories and corresponding estimated number of labor hours for each category.

98 Oct 08 – 99 Sep 30		
Year 4		
<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated Hours</u>
Off Site	Senior Analyst(PL)	88
On Site	Senior Analyst(PL)	1,848
	SubTOTAL	1,936
99 Oct 1 – 99 Oct 07		
Year 5		
Off Site	Senior Analsyt(PL)	8
On Site	Senior Analyst(PL)	56
	SubTOTAL	64
TOTAL HOURS		2,000

b. The CLIN ceiling is \$136,497.28 for a total of 2,000 labor hours. This CLIN is fully funded.

<u>Item No</u>	<u>Supplies/Services</u>		<u>Purch Unit</u>	<u>Total Item Amount</u>
0002	CLIN ESTABLISH	sec class: U	1 LO	NSP NSP

noun: DATA – EXHIBIT A
acrn: AA nsn: N
site codes pqa: D acp: D fob: D
pr/mipr data: F1FM8217-01
type contract: Y

descriptive data:
The contractor shall provide data in accordance with Contract Data Requirements List, DD Form 1423, dated 98 Aug 13, attached hereto as Exhibit A. The price of this item is included in the price of Item 0001 above.

3. SECTION F

<u>Item No</u>	<u>Supplies Schedule Data</u>	<u>Delivery Quantity</u>	<u>Schedule Date</u>
0001	CLIN Del Sch Sec Class: U acrn: AA ship to: U	1	99 Oct 07

descriptive data:
The period of performance shall be complete 99 Oct 07.

0002	CLIN Del Sch Sec Class: U acrn: AA ship to: U	1	ASREQ
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descriptive data:
The period of performance shall be concurrent with CLIN 0001 above.

4. SECTION G

		Appropriation/Lmt Subhead/CPN Recip DODAAD	Obligation
<u>ACRN</u>	<u>Acct Class data</u>	<u>Supplemental Accounting Classification</u>	<u>Amount</u>
AA	ACCOUNT ESTABLISHED		
	UNCLASSIFIED		
	5793600		\$136,497.28
	299 4711 6606TS 111500 592 65807F 667100 46710000		

descriptive data:
pr/mipr data: F1FM8217-01

5. SECTION J

<u>Document</u>	<u>Title and Date</u>	<u>No. of Pages</u>
Atch 1	Statement of Work entitled “FINANCIAL MANAGEMENT SUPPORT FOR AEDC/FM”, dated 98 Aug 13.	2
Atch 2	DD 254 Contract Security Classification Specification dated 98 Aug 24.	5
Exhibit A	Contract Data Requirements List (CDRL)1423 dated 98 Aug 13.	1

STATEMENT OF WORK
FINANCIAL MANAGEMENT SUPPORT FOR AEDC/FM
13 August 1998

1.0 INTRODUCTION

1.1 SCOPE: This Statement of Work provides integrated financial analysis support and cost estimating support to AEDC/FM in accordance with ASC/FM Contract SOW Paragraphs 3.2, 3.4, and 3.6.

1.2 BACKGROUND: The Comptroller, Arnold Engineering Development Center (AEDC), Air Force Material Command (AFMC), is responsible for providing the cost estimating tools, cost analysis support, financial accounting and reporting systems, financial management data bases, and economic analysis necessary to support the simulated altitude testing process.

The Financial Management Team (FMM) organization is involved in all aspects of Center operation. Some of these activities include reimbursement rate development, contract cost estimating, Economic Resource Impact Statements (ERIS), and all economic analyses for test facility projects and Improvement and Modernization (I&M) projects.

Management Consulting & Research, Inc, has been providing this support for the past few years.

2.0 APPLICABLE DOCUMENTS:

- a. AFI 65-601
- b. AFI 65-503
- c. DODI 7041.3

3.0 REQUIREMENTS: The contractor shall provide financial analysis and cost and cost estimating support to the Comptroller, AEDC, as listed in the following paragraphs.

3.1 Prepare an ERIS complete with analysis of economic and employment impact of AEDC on the local community.

3.2 Prepare economic analyses as required for such projects as military construction, major automated information systems, and lease versus buy determinations.

3.3 The contractor shall assist FMM in the analysis of test cost estimates and analyze actual costs versus the estimates, reporting significant variances to the Comptroller. The contractor shall assist FMM in the analysis of test cost estimating algorithms and models, reviewing them for accuracy and validity.

3.4 The contractor shall assist FMM in the development and preparation of overhead rates and pricing for tests at the Center, and analyze the impact on the Center budget. The

contractor shall review the rates for accuracy and assist FMM in the quarterly validation of these rates.

3.5 The contractor shall assist FMM in the development and preparation of consolidated Center financial statements. This task will include in-depth data analysis and metric charts to advise the Comptroller and Commander of the financial status of the Center.

3.6 Progress Reports. The contractor shall provide monthly status reviews to the Comptroller, AEDC. These reviews will discuss work effort underway, progress to date, difficulties encountered in performing ongoing work efforts, work to be started or completed in the next month, and financial status of the task order (A0001) (A0004).

4.0 OTHER CONSIDERATIONS: Principal place of work will be in Building 100, Arnold AFB, TN.

<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>I. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED SECRET</div> <div>b. LEVEL OF SAFEGUARDING REQUIRED SECRET</div>			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)			
<input checked="" type="checkbox"/> a. PRIME CONTRACT NUMBER F33657-95-D-2966/0017 Exp Date: 26 Se 00		<input checked="" type="checkbox"/> a. ORIGINAL (Complete date in all cases) Date (YYMMDD) 98 08 24					
b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs)		Revision No. Date (YYMMDD)			
c. SOLICITATION OR OTHER NUMBER		DUE Date (YYMMDD)		c. FINAL (Complete item 5 in all cases) Date (YYMMDD)			
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract							
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)							
a. NAME, ADDRESS, AND ZIP CODE Management Consulting & Research, Inc 2000 Corporate Ridge Suite 850 McClean, VA 22102			b. CAGE CODE 5R191		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service Industrial Security FO (S15AX)- 2850 Eisenhower Ave Alexandria Tech Cntr, Ste PL100 Alexandria VA 22314-4578		
7. SUBCONTRACTOR							
a. NAME, ADDRESS, AND ZIP CODE NA			b. CAGE CODE NA		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) NA		
8. ACTUAL PERFORMANCE							
a. LOCATION NA			b. CAGE CODE NA		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) NA		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Contractor support to assist with financial analysis at AEDC							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:							
		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:			
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		YES	NO
b. RESTRICTED DATA			<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY			<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>	
d. FORMERLY RESTRICTED DATA			<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION				e. PERFORM SERVICES ONLY			<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)			<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			<input checked="" type="checkbox"/>
(2) Non-SCI		<input checked="" type="checkbox"/>		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input checked="" type="checkbox"/>	
f. SPECIAL ACCESS INFORMATION			<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT			<input checked="" type="checkbox"/>
g. NATO INFORMATION			<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS			<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION			<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>		l. OTHER (Specify)			
k. OTHER (Specify)			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	

GENERAL INTELLIGENCE MATERIAL/FOREIGN DISCLOSURE

1. **Special Requirements for General and Foreign Intelligence Material.** In addition to the requirements and controls for classified material, the Director, Central Intelligence, sets up additional requirements and controls for intelligence in the possession of contractors. The contractor must:

a. Maintain control of all intelligence materials released in his or her custody in accordance with DOD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), January 1995, paragraphs 5-200, 201 and 202 for control. Contractors agree that all intelligence material released, all reproductions and other material generated (including reproductions) are the property of the US Government.

b. Maintain control of all reproduced intelligence data in the same manner as the original.

c. Destroy intelligence materials in accordance with approved methods identified in the NISPOM.

d. Restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organization is prohibited unless authorized in writing by the Contracting Officer's Representative (COR) with prior approval of ASC/NAIC/POA.

e. Not release intelligence data to foreign nationals or immigrant aliens, regardless of their security clearance or contract status, without advance written permission from the COR, Foreign Disclosure Policy Office (ASC/SYSR), and ASC/NAIC/POA.

f. Ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material.

2. **Returning Intelligence to the Air Force.** Contractors must return intelligence data to the COR at the termination or completion of a contract unless the COR has provided written approval for the contractor to retain for an additional two years. If retention is required beyond the two year period, the contractor must again request and receive written retention authority from the COR. If the COR grants retention authority, he or she must provide a copy of the written approval to ASC/NAIC/POA.

3. **Release of Classified and Unclassified Information to Foreign Government and Their Representatives.** Any military activity or defense contractor receiving a request from a foreign government or a representative thereof, for intelligence data about this program, shall forward the request to ASC/SYSR and ASC/NAIC/POA. Information released under Foreign Military Sales (FMS) must comply with the specific USAF disclosure guidance issued for the specific FMS customer.

USE OF SPECIAL INTELLIGENCE MARKINGS

1. Authorized Control Markings of Intelligence Information

a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)".

This marking is used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of the further use of intelligence beyond the original dissemination. This control marking may not be used when an item of information will reasonably be protected by use of any other markings specified herein, or by the application of the "need-to-know" principle and safeguarding procedures of the security classification system.

b. "Not Releasable to Foreign Nationals (NOFORN)"

This control marking is used to identify classified intelligence material that may not be released in any form to foreign governments, foreign nationals, or non-US citizens without permission of the US Government originator, and then only when released in compliance with the National Disclosure Policy.

c. "Authorized for Release to (Name of country(ies)/international organization"

This marking is used to identify classified intelligence material that the US Government Originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.

2. Procedures Governing Use of Control Markings

a. Any recipient desiring to use intelligence in a manner contrary to the restrictions established by the control markings set forth above, shall obtain the advanced permission of the originating agency. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originator will ensure that prompt consideration is given to recipients' requests, with particular attention to reviewing and editing if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control markings also shall be indicated by parenthetical use of the markings abbreviations at the beginning or end of the appropriate portions. If the control markings apply to several or all portions, the document may be marked with a statement to this effect rather than marking each portion individually.

c. The control markings in paragraph one (1) shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other markings specified by EO 12958 and its implementing ISOO Directive. The markings shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

Current Guidance
Implementation of DCID 1/7, 16 Apr 96, Postponed.

FOR OFFICIAL USE ONLY (FOUO)

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.
2. **MARKING:**
 - a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).
 - b. In a classified document, mark:
 - (1) An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.
 - (2) The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.
 - (3) "FOUO" at the bottom of each page that has FOUO information but is not classified..
 - (4) If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: **"NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release."**
 - c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.
 - d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.
 - e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.
3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.
4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other commercial teletype lines without encryption.
5. **RELEASE:** FOUO information may be released only to DoD components, officials of DoD component, and other DoD contractors when needed to conduct official DoD business.
6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method which will preclude its disclosure to unauthorized individuals.

The following is paragraph 3.6, extracted from AFSSM 7011, 1 July 1996.

3.6. Special Items. People may innocently introduce other radio devices, such as pagers, hand-held portable transceiver radios, cellular telephones, cordless telephones, and cordless microphones into the area processing classified information with disastrous results. Also, alarm systems may use radio transmitters to alert remotely located security or fire-fighting teams.

3.6.1. Hand-Held Radios. Hand-held radio transceivers used with intrabase radios (IBR) and land-mobile radios (LMR) deserve special consideration because of their unique operational applications. A person may carry these devices into an area where you process classified information. If the person carrying such a device works in the facility, either turn off the device and use the telephone or separate it 2 meters from classified processors; no transmissions are allowed. If the person carrying the device is a short-term visitor, it is not necessary to turn off the radio because the visitor usually moves about in the facility. Infrequent transmissions are allowed, but only for short durations.

3.6.2. Beepers and Pagers. Beepers and pagers deserve special consideration because of their unique operational applications. A person may carry these devices into an area where classified information is processed. If the person carrying such a device works in the facility, either turn off the device and use the telephone or keep the device 2 meters from classified processors. If the person carrying the device is a short-term visitor, it is not necessary to turn off the device because the visitor usually moves about in the facility. If the device has a transmit capability, follow the instructions for hand-held radios.

3.6.3. Cellular Telephones. Using a cellular telephone in an area where classified information is processed is a serious hazard. When the cellular telephone is used as an operational necessity, handle as a hand-held radio according to paragraph 3.6.1. When the cellular telephone is a personal asset, its use is prohibited. Disable the unit from receiving calls or keep the unit outside the area.

3.6.4. Cordless Telephones and Cordless Microphones. Using cordless telephones in an area where classified information is processed is a hazard; their use is prohibited. Using cordless microphones for classified briefings is a hazard, their use is prohibited.

3.6.5. Alarm Systems. The mode of operation of alarm systems transmitters will determine their treatment. Any such transmitter with a continuous transmit mode or a high duty cycle (transmits most of the time) must meet the same separation requirements as all other fixed transmitters. If they do not meet these requirements, exclude them from operating in the classified information processing area. Low duty cycle (transmits short bursts infrequently) systems are not considered hazards and require no special treatment.

The complete document can be obtained from the Air Force Information Protection Home Page (<http://www.afca.scott.af.mil/gc/gci/>).

CONTRACT DATA REQUIREMENTS LIST
(2 Data Items)

OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0794-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block 6.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY TOP _____ TM _____ OTHER <u>X</u>				
D. SYSTEM/ITEM Spec Comp Func Spt		E. CONTRACT/PR NO F33657-95-D-2966		F. CONTRACTOR Management Consulting & Research, Inc				
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE				
A0001		Presentation Material						
4. AUTHORITY (Data Acquisition Document No.) DI-A-3024A		5. CONTRACT REFERENCE SOW Para 3.0		6. REQUIRING OFFICE AEDC/FM				
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Block 16	12. DATE OF FIRST SUB. See Block 16	14. DISTRIBUTION				
8. APP CODE A	NA	11. AS OF DATE See Block 16	13. DATE OF SUBS. SUB. See Block 16	a. ADDRESSEE b. COPIES Draft Final Reg Repro				
16. REMARKS 11. Financial data as of the end of the previous full month of operations. 12. Within one week of tasking by AEDC/FM 13. Revisions as required.				ASC/FMPP		LT		
				AEDC/FMM		1	1	1
				15. TOTAL >				2

1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE				
A0004		Contractor's Progress, Status Management Report						
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227		5. CONTRACT REFERENCE SOW Para 3.12		6. REQUIRING OFFICE AEDC/FM				
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUB. See Block 16	14. DISTRIBUTION				
8. APP CODE N	NA	11. AS OF DATE 15th	13. DATE OF SUBS. SUB. 15th	a. ADDRESSEE b. COPIES Draft Final Reg Repro				
16. REMARKS 1st month after first full month of operations.				ASC/FMPP		LT		
				AEDC/FM			1	
				15. TOTAL >				1

G. PREPARED BY <i>Richard L. Sample</i>		H. DATE 8/10/98	I. APPROVED BY <i>James A. Colloff</i>	J. DATE BAug98
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DD FORM 1423-2, JUN 90 (E) PREVIOUS EDITIONS ARE OBSOLETE. Page of Pages